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U.S. Bureau of Foreign and Domestic Commerce

Practical aids to American business

Washington

1926

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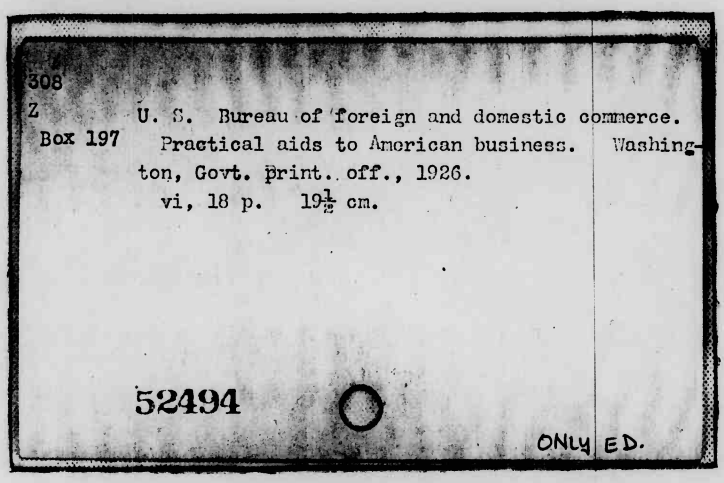

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PRACTICAL AIDS
TO
AMERICAN BUSINESS

308
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Box 197

DEPARTMENT OF COMMERCE
BUREAU OF FOREIGN AND DOMESTIC COMMERCE
WASHINGTON
1926

GOVERNMENT PRINTING OFFICE

DISTRICT OFFICES

NEW YORK: 734 United States Customhouse
BOSTON: 1801 Customhouse
CHICAGO: Room 845, 33 South Clark Street
ST. LOUIS: 1201 Liberty Central Trust Co. Building
NEW ORLEANS: 322 Post Office Building
SAN FRANCISCO: 310 Customhouse
SEATTLE: 515 Lowman Building
ATLANTA: 538 Post Office Building
PHILADELPHIA: 20 South Fifteenth Street, Room 812
DETROIT: 607 Free Press Building
PORTLAND, OREG.: 215 New Post Office Building
DES MOINES: United States Courthouse Building
HOUSTON: Chamber of Commerce Building
GALVESTON: 309 Post Office Building
MEMPHIS: Chamber of Commerce Building
LOUISVILLE: Board of Trade Building
MINNEAPOLIS: Federal Building

COOPERATIVE OFFICES

AKRON, OHIO: Chamber of Commerce
BALTIMORE, MD.: Export and Import Bureau, Association of Commerce
BIRMINGHAM, ALA.: Chamber of Commerce
BRIDGEPORT, CONN.: Manufacturers' Association
CHARLESTON, S. C.: Chamber of Commerce
CHATTANOOGA, TENN.: 1301 Market Street
CINCINNATI, OHIO: Chamber of Commerce
CLEVELAND, OHIO: Chamber of Commerce
COLUMBUS, OHIO: Chamber of Commerce
DALLAS, TEX.: Chamber of Commerce
DAYTON, OHIO: Chamber of Commerce
EL PASO, TEX.: Chamber of Commerce
ERIE, PA.: Chamber of Commerce
FORT WORTH, TEX.: Chamber of Commerce
INDIANAPOLIS, IND.: Chamber of Commerce
JACKSONVILLE, FLA.: Chamber of Commerce
LOS ANGELES, CALIF.: Chamber of Commerce
LOWELL, MASS.: Chamber of Commerce
MILWAUKEE, WIS.: Association of Commerce
MOBILE, ALA.: Chamber of Commerce
MUNCIE, IND.: Chamber of Commerce
NEWARK, N. J.: Chamber of Commerce
NORFOLK AND NEWPORT NEWS, VA.: Hampton Roads Maritime Exchange
ORANGE, TEX.: Chamber of Commerce
PENSACOLA, FLA.: Chamber of Commerce
PITTSBURGH, PA.: Chamber of Commerce
PROVIDENCE, R. I.: Chamber of Commerce
RICHMOND, VA.: Chamber of Commerce
ROCHESTER, N. Y.: Chamber of Commerce
SAN DIEGO, CALIF.: Chamber of Commerce
SYRACUSE, N. Y.: Chamber of Commerce
TACOMA, WASH.: Chamber of Commerce
TOLEDO, OHIO: Chamber of Commerce
TRENTON, N. J.: Chamber of Commerce
WORCESTER, MASS.: Chamber of Commerce

FOREWORD

The Bureau of Foreign and Domestic Commerce is concerned chiefly with the collection and dissemination of information relating to foreign markets for American goods and with the investigation of certain phases of domestic commerce. The domestic commerce studies now being undertaken treat principally of problems in distribution with the idea of eliminating waste.

The bureau assists American firms engaged in foreign trade by furnishing information concerning oversea markets; nature of the competition encountered and methods of meeting it; sources of supply of materials, especially raw products; tariffs; customs regulations; commercial laws; shipping and financing; and many other subjects that have a bearing upon market conditions abroad.

New information regarding foreign fields is constantly being received from the bureau's own commercial attachés; from resident trade commissioners; from traveling trade commissioners, who are specialists in particular lines; and from American consular officers.

The bureau maintains 17 district offices and 35 cooperative offices in the United States. It has commercial attachés and resident trade commissioners in the principal capitals and commercial centers of the world, and employs a corps of traveling experts in various lines who make reports of specific nature relating to their particular fields.

Commodity, technical, and regional divisions in Washington interpret, digest, and compile the flow of commercial material coming into the bureau in Washington from all parts of the world, and these divisions see that the information is made available promptly in practical form to American business men either direct from Washington or through one of the more than 50 field offices maintained in the United States.

The following pages show in a brief way how the bureau performs its work and how it can help you.

The bureau is solely a "service" branch of the United States Government and concerns itself only with promoting American commercial interests in the world's markets.

DOLLARS-AND-CENTS RESULTS

It is of interest to note the comments of American business men with regard to practical results of the bureau's activities at home and abroad in the field of trade promotion. The following paragraphs are actual quotations from letters received.

A manufacturer in Waterloo, Iowa:

"You will be pleased to know that we are giving you credit for helping us make a start with our spreaders in South Africa. We have just shipped two samples. This is the result of your assistance, and we certainly appreciate what your cooperation means."

An engine manufacturer in Kansas City, Mo.:

"The Department of Commerce has certainly given us a lot of assistance, and we have been able to nearly double our export business through the help that has been received."

From an export representative of American manufacturers:

"Thanks to the prompt and effective assistance of your London office, I have been able, in less than two weeks, to line up excellent agents for two of my accounts. With the newly appointed distributers of the —— Motors Export Co. I have closed a contract calling for delivery of 125 cars during the next year and a half, which means an approximate value at the factory price of over $200,000."

A music company in New York, N. Y.:

"We thought you would be interested in knowing that one of your leads had resulted in placing a very good and active account on our books."

A manufacturer in North Wales, Pa.:

"It may be of interest to you to learn that we recently received an order for approximately $200 from Argentina through the courtesy of your bureau."

An export house, in New York, N. Y.:

"Business resulting from the information furnished by you amounted to $58,000 between December, 1923, and April, 1925."

A fruit products company in California:

"Your advice of the bankruptcy action, following so promptly on the heels of your first favorable report, has been instrumental in saving us approximately $4,000, and we feel more than ever the good effects of cooperation with your department."

From an exporter in New York, N, Y.:

"Some time ago we requested you for the name of a company that advertised for pens in Shanghai, China, and we are glad to say that * * * we have obtained some very nice business from them, and their orders have increased from $200 to $600 at a time."

A manufacturer of hardware in Philadelphia:

"In several cases orders have resulted from using these lists, and in one instance the initial order to a new customer amounted to over $600."

A manufacturer in Pittsburgh, Pa.:

"Just one year ago I consulted with the Philadelphia office of the bureau regarding getting some foreign business. They gave me a brief education of this business, and proceeded to give us various forms of assistance and cooperation. The results were that in less than six months our export trade was worked up to where it was 30 per cent of our business, and has been maintaining at least that average ever since."

One of the largest American tobacco companies:

"The information you have furnished us from time to time, giving names of possible new customers in foreign countries, has been especially helpful. We expect it will be gratifying to you to know that our export business increased during the first 10 months of this year over last year almost 40 per cent. We appreciate the help you have rendered us in securing this increase."

A lumber company in Seattle:

"We became interested in the possibilities of shipping doors to Australia as a direct result of a trade opportunity furnished by the lumber division. Consequently we owe a debt of gratitude to the lumber division for being the means of getting us started in exporting American doors."

A manufacturer in Tonawanda, N. Y.:

"Through the kind cooperation of the bureau we were able to establish three new agencies."

One of the largest shoe manufacturers in the United States:

"We know that you will be pleased to learn that following up your lead we have been successful in obtaining our initial order from ——. This is only a further indication of the help your department is to manufacturers."

SUGGESTIONS TO EXPORTERS

Get your name on the Exporters' Index and you will receive the bureau's confidential information on foreign trade. (See p. 13.)

Subscribe for Commerce Reports, so that you may be able to get promptly the announcements of opportunities for the sale of goods in foreign lands and keep informed concerning commercial and industrial conditions the world over.

Consult the nearest district or cooperative office concerning your plans for entering the foreign-trade field.

Before addressing requests for information to American consular officers or foreign representatives of this bureau consult your district or cooperative office. Frequently the bureau and its district and cooperative offices have on file just the information you desire. Thus you will save time and money.

PRACTICAL AIDS TO AMERICAN BUSINESS

WHAT YOU CAN OBTAIN

Trade Connections.

You can get the names and addresses of foreign concerns that have expressed a desire to purchase American goods. Summaries of their requirements and requests are published in the "Trade opportunities" section of Commerce Reports. Many classified lists of importers in foreign countries, prepared in the Commercial Intelligence Division, are also available for distribution.

Trade Information.

By subscribing for Commerce Reports you can obtain authoritative articles by consular officers, commercial attachés, and trade commissioners, as well as excerpts and translations from foreign publications and also commercial statistics compiled in the Department of Commerce. These give the latest information regarding the development of industry and foreign trade throughout the world. Many of these articles are general in character, but most of them relate to activities in specific lines.

From the consular officers of the State Department are received annual reports on the trade and industry of the various consular districts. These reviews are kept on file for examination by persons interested in these particular fields. Excerpts or digests are occasionally published in Commerce Reports, or the information is embodied in special published reports issued by the bureau.

Many monographs on foreign markets for specific products, as well as general handbooks and other books and pamphlets, are sold at nominal prices. (See p. 15.)

COMMODITY DIVISIONS

The bureau is prepared to furnish expert information concerning products entering into our export trade, and special divisions for the following commodities are fully equipped for service: Agricultural implements, automotive products, chemicals, electrical equipment, foodstuffs, hides and leather, industrial machinery, iron and steel, lumber, minerals, paper, rubber and rubber goods, shoes and manufactured leather goods, specialties (which include office appliances, musical instruments, jewelry, amusement devices, scientific instruments, etc.), textiles, and transportation and communication equipment.

Each commodity division is headed by a man with practical experience in the sale of those products abroad and with first-hand knowledge of the problems confronting American exports in foreign markets.

Each division is in close contact and cooperation with the principal trade associations in its field and is guided largely by these associations in determining the nature of the information and service which is of most benefit to the trade as a whole.

REGIONAL INFORMATION

The former regional divisions (European, Latin American, and Far Eastern) of the bureau have been consolidated into one group, designated as the Division of Regional Information, consisting of three sections which cover Europe, Latin America, and the Far East, respectively. The chief function of the division is to compile and distribute, through publications and correspondence, information on the general economic conditions in all foreign countries. Reports on the various factors which produce or affect these conditions are received by mail and cable from the bureau's officers stationed abroad and from American consular officers throughout the world. These reports are supplemented with

material obtained from other authoritative sources by the regional experts of the division, and are prepared for publication in Commerce Reports.

In addition to these services, the division prepares handbooks, commercial travelers' guides, trade information bulletins, and special circulars on a wide variety of subjects, advises the commodity divisions of the characteristics and implications of general economic conditions in foreign countries as they affect the market abroad for American products, and extends similar informational services to other Government departments. Similar information is also made available to business firms through correspondence.

The division has on its staff a number of foreign-trade experts, trained economists, and linguists who make available, in English, translations or digests of the important material derived from the large number of foreign newspapers, periodicals, and books received by the bureau.

TECHNICAL DIVISIONS

Statistics.

In order that you may know whether your foreign-sales organization is getting its proper share of export trade, you can obtain export statistics of the United States that will indicate to what extent your product is already being shipped by the United States to foreign countries.

On the other hand, import statistics of the United States will show you the sources from which raw materials can be obtained.

Monthly statistics of exports and imports, giving total quantities and values for each commodity, and for the most important articles the principal countries to which shipped and from which received, are published in the Monthly Summary of Foreign Commerce of the United States.

Complete details of our foreign trade during the year are published in the annual statistical

report, Foreign Commerce and Navigation of the United States, which contains tables showing exports and imports of each article, by quantities and values, to and from each foreign country and into and from the different ports of the United States; also imports of each article with tariff rates and duties collected; number and tonnage of vessels entered and cleared at each customs district by countries from which entered and to which cleared; drawback paid on imported materials contained in articles exported; and other statistics pertaining to our foreign trade.

In order to furnish to American business men interested in foreign trade more detailed information than is published in the Monthly Summary, the Statistical Division prepares each month over 250 special statements showing for the most important commodities the complete list of countries to which exported or from which imported. These are distributed in mimeographed form to a mailing list comprising over 17,000 addresses. American firms will, upon request, be listed to receive each month statements for particular articles of interest to them.

Foreign Tariffs.

The Division of Foreign Tariffs can furnish you with the rates of duty on the admission of your products into any foreign country, which, in conjunction with freight rates, will enable you to determine the price at which your goods can be delivered in the particular market. It is particularly essential to know this if you are competing with a native product or if you are shipping to countries that give preferential rates of duty to the goods of other countries.

It is also important that you know the basis on which duties are levied, since tariff rates have a direct and vital bearing upon problems of packing and shipping. In some countries, if several articles are packed in one container, the entire shipment will carry the highest

rate that applies to any one article in the lot. In other countries the duties are levied on the gross weight, and it is important to make the packing as light as is consistent with safe transit. In still other countries duties are levied on the legal weight, which includes the article itself and the immediate container in which it is placed, but not the weight of the outside case or crate.

In writing for information in regard to foreign rates of duty it is necessary to give a detailed description of the article involved and to specify the particular country or countries for which tariff information is desired. It is advisable to confine inquiries to information needed immediately rather than to ask for comprehensive statements for future reference, which may be out of date by the time they are used.

Foreign consular and customs regulations.—The Division of Foreign Tariffs can advise you with regard to the consular invoices or other documents that may be required by foreign countries on shipments of merchandise, how they should be prepared and handled, the consular fees involved, if any, and the related regulations affecting the dispatch of your shipment at this end and its entry into the country of destination.

Shipment of samples and advertising matter abroad.—If you are planning to circularize prospective foreign customers with your advertising material or to send them samples of your products you should be advised of the conditions set by the particular countries upon such shipments, what documents or charges are involved, whether the parcel post can well be used, and what may be the best manner of sending your particular catalogues or samples so that their delivery may not be costly or annoying to the recipient.

Rules governing commercial travelers in foreign countries.—You can also obtain information regarding license fees for commercial travelers

and customs treatment of their samples. These topics should be carefully considered if you contemplate sending a traveling representative to foreign countries.

Commercial Laws.

The Division of Commercial Laws is charged with the task of compiling and furnishing information concerning foreign commercial laws in so far as they affect the trade of American firms in foreign countries. It gathers foreign commercial and civil codes, legislation, and similar data; endeavors to give practical help and information to counsel and to American firms having legal problems abroad, without undertaking to furnish legal opinions. It is prepared to procure and furnish data on foreign tax laws, bankruptcy proceedings, bills of exchange, legal procedure, agency laws, sales contracts, powers of attorney, and all other legal phases of foreign trade.

Its first object is to render practical help to American concerns facing legal problems in their trading operations abroad. In this connection it can in an emergency enlist by cable or letter the cooperation of the field offices of the bureau and, through the courtesy of the State Department, that of American consular officers throughout the world.

In addition, the Division of Commercial Laws endeavors to strengthen the equipment and the facilities of American law firms serving the interests of American clients in legal matters affecting foreign trade. This is done by listing reliable lawyers in foreign countries, by compiling information on various phases of foreign commercial law, and by cooperation with law schools in arranging courses of study and reading for students intending to specialize in international law. (The Comparative Law Series, a monthly publication of this division is of interest to lawyers with foreign commercial practices and to others interested in questions of comparative law.)

The Division of Commercial Laws includes the following sections:

Section of legal information.—The compilation of information and data covering the commercial laws, practices, and important decisions of the courts of all foreign countries affecting American firms trading abroad is in charge of this section. The data compiled include such practical information as the methods and costs of doing business (including taxation and other charges incident thereto), the necessity of registration in foreign countries, and the laws concerning consignments and chattel mortgages.

Requests from Americans interested in foreign trade and from their counsel for information and data upon which to decide particular problens arising from foreign law are referred to this section. Reference lists of lawyers in the principal foreign cities and of American attorneys specializing in the laws of foreign countries are maintained and are available upon request.

Liaison is maintained with the American Foreign Law Association, the Comparative Law Bureau of the American Bar Association, and the Conference of Commissioners on Uniform State Laws, and with other professional groups.

Patent and Trade-Mark Section.—This section is charged with compiling information concerning foreign patents, trade-marks, and copyright laws, enabling it to inform American manufacturers and exporters as to the best available methods of protecting their products, original devices, and distinctive symbols against imitation and unfair competition in foreign countries.

Through the foreign service of the bureau and through the American consular offices of the Department of State, the section is increasingly, as its facilities permit, assisting in checking the spread of the piracy of trade-marks by bringing promptly to the attention of the interested American concerns the misappropriations of their trade-marks. In line with this work this section also investigates conditions in foreign countries resulting in unfair and unethical com-

petitive practices. It also follows closely international tendencies in patent, trade-mark, and copyright matters.

Reference lists of patent and trade-mark specialists in foreign countries and of American attorneys specializing in foreign patent and trade-mark law are maintained and are available upon request.

Section of adjustments.—In the immense volume of foreign trade transactions there is always a certain percentage involving differences of opinion between American and foreign firms, as well as circumstances of divers nature requiring adjustment. This section of adjustments, in cooperation with the commodity divisions and the officers of the bureau at home and abroad, as well as with consular officers of the Department of State, is at all times ready to help in the amicable adjustment of trade disputes between American and foreign firms, in advising American business men with regard to foreign collections, and in giving a thorough consideration to complaints of foreign firms.

Arbitration section.—As a result of the increased interest in the arbitration of commercial disputes and as part of the program for the elimination of industrial waste, this section was established to furnish information, within the scope of its activities, concerning the arbitration of international commercial disputes and operation under the Federal Arbitration Act. This section also provides a means through which trade bodies and groups interested in arbitration may be put into communication and to which problems concerning arbitration practices and methods may be referred. It cooperates closely with chambers of commerce, trade associations, and independent bodies interested in arbitration.

Credit section.—The credit section, in cooperation with the Division of Commercial Intelligence, advises on legal aspects of the credit problem.

Insurance section.—Here information is available with regard to the laws of foreign countries on insurance, including marine, fire, employers' liability, and workmen's compensation and pension laws.

Finance and Investment.

One of the principal activities of the Finance and Investment Division is the careful analysis and dissemination of information relative to opportunities for the investment of American capital in foreign countries. As these investments, when made, often call for the purchase of machinery, equipment, etc., the efforts of the division toward interesting American capital in foreign investments contribute directly to the extension of our foreign trade. Wherever such investments offer an opportunity for the sale of American goods and services, the appropriate commodity divisions advise contracting firms, manufacturers, supply houses, and others that may be interested.

The Finance and Investment Division is also engaged in studies of the public finances of foreign countries with special reference to the issue and sale of foreign securities in the United States. The service of the division along this line is of direct benefit to bankers and investment houses, but is of collateral interest to all persons interested in foreign trade, because of the fact that our purchases of foreign securities add to the buying power of foreign countries in this market.

Certain financial subjects of a technical character, such as central banking, foreign exchange, and foreign-trade financing, also are handled by the Finance and Investment Division.

Transportation.

The Transportation Division acts somewhat as a foreign traffic manager for exporters so far as information is concerned. Shippers may obtain from it information on freight rates, services, and facilities, both rail and ocean, which will enable them to route shipments economically. It can inform shippers desiring a change in ocean freight rates or classification of the rate procedure of steamship conferences. The division is prepared to give expert advice on how to pack shipments for foreign markets.

Lists of reliable freight forwarders in the leading ports of the United States have been prepared for distribution. The division has available for distribution data on facilities, regulations, and charges in the important ports of the world. It makes studies of the volume of oversea trade, analyzing the character and direction of the flow of commerce between this country and foreign countries.

The division handles trade opportunities for the sale of American railway locomotives, rolling stock, and equipment in foreign countries, and is prepared to make a study of any foreign railway as a market for American equipment.

This division also deals with telephone, cable, radio, and postal communication, and is interested in all matters tending to protect and increase American facilities for world communication. Civil aviation activities abroad are also followed closely.

FOREIGN SERVICE

The bureau maintains 42 permanent foreign offices in the important commercial countries of the world. These offices are in charge of commercial attachés or trade commissioners—business men and economists thoroughly acquainted with commercial conditions in their territory, who can be of great benefit to American exporters because of their familiarity with business conditions. Information not available in the bureau can be obtained from these representatives. American business men traveling abroad should call upon them for assistance, such as advice on latest developments, placing American sellers in touch with foreign purchasers, etc. Where difficulties arise in commercial transactions the Foreign Service can frequently be of assistance in investigating the case and advising the best methods to be followed in seeking an adjustment. The foreign offices are glad to receive price lists and catalogues, which are placed on display in their reception rooms, although they can not handle samples.

If advice is urgently needed cables may be sent at the expense of the exporter, requesting reports by mail or cable. A list of the names and addresses of the foreign representatives may be obtained from the bureau or any of its district or cooperative offices.

WORLD TRADE DIRECTORY

For the purpose of providing American firms with reliable information concerning prospective buyers or agents all over the world the bureau created the Commercial Intelligence Division, whose function it is to compile and maintain an active World Trade Directory of foreign business firms. This is not a printed directory, but is a card index that can be revised and added to as occasion demands. The data for this directory are collected by the American consular officers, with the cooperation of the commercial attachés and trade commissioners.

From this directory, which now contains sales information reports on approximately 150,000 foreign firms, are compiled commodity trade lists, or "starred" lists, as they are frequently called, covering a given section of one country or an entire country. An effort is made to indicate the relative importance of the different merchants by one, two, or three stars. Symbols after each name indicate the nature of the business, whether wholesale, retail, commission merchant, agent, etc., and the nationality of each firm is given. These lists also indicate whether a firm specializes in one certain commodity, and if not, what other commodities it handles.

The directory also contains the names of desirable sales agents in all foreign countries. Available agents are constantly being indexed for the benefit of exporters desiring such contacts.

The sales information reports from which the trade lists are compiled contain much additional information, such as date when firm was established, whether corporation or partnership, bank and trade references, capital, annual

turnover, number of employees, names of managers and partners, and the general reputation of the firm in its community.

When reports are not on file, the bureau will, when requested, undertake to obtain sales information reports on foreign business concerns wherever located.

Several desks and typewriters have been set aside in the Commercial Intelligence Division for the use of American business men who visit Washington and desire to take advantage of the information offered by the directory.

Sales information reports on specific firms and trade lists are available to American firms and individuals who have taken steps to have their names and interest in foreign trade recorded in the Exporters' Index.

CONFIDENTIAL SERVICE

Announcements of specific opportunities for the sale of American goods abroad and of other matters of a confidential character are made to American firms through the "Trade opportunity" service of Commerce Reports and in confidential bulletins and circulars of the bureau.

The distribution of material of this kind is confined in general to firms and individuals whose names and interest in export trade are recorded in the Exporters' Index.

TRADE OPPORTUNITY SERVICE

Announcements of specific opportunities for the sale of American goods abroad are published in Commerce Reports. The names and addresses of the foreign importers desiring the goods are not given in these announcements but are furnished to bona fide American firms (whose names and interest in foreign trade are recorded in the Exporters' Index) upon application to the bureau at Washington or to any of the district or cooperative offices. In applying for such names and addresses the inquirer need refer only to the number of the announcement as published.

When the confidential information furnished regarding an opportunity for sales in foreign countries is too detailed to be given in a "Trade opportunity" announcement, it is embodied in a confidential bulletin or circular, which is sent to firms that are listed in the Exporters' Index.

Samples, specifications, etc., that accompany reports by consular officers, commercial attachés, and trade commissioners are sent to the district and cooperative offices for limited periods and can be inspected by those interested.

EXPORTERS' INDEX

The bureau maintains a classified index of American merchants and manufacturers interested in oversea trade and supplies them, without charge, with reserved and confidential information on foreign trade opportunities and trade lists, and with other helpful data received from commercial attachés, trade commissioners, consular officers, and other official representatives abroad.

The distribution of the confidential information reserved from the "Foreign trade opportunity" announcements, the lists of dealers and importers in foreign countries submitted by various official trade representatives, the confidential circulars released from time to time, and other confidential and semiconfidential material received in and prepared by this bureau is confined in general to American firms recorded in this special index. This is a confidential list, the object of which is to make certain that important confidential information relating to specific opportunities for the sale of American goods abroad, collected at Government expense for the benefit of American business men, is made available only to American firms which will use it in selling American-made products exclusively.

After your name is placed on the Exporters' Index you are also listed for a number of services that can not very well be arranged for in any other way.

You receive automatically confidential circulars and bulletins of various sorts relating to your particular line.

You will be entitled to receive, upon request to the bureau or the appropriate district or cooperative office, confidential information reserved from "Foreign trade opportunity" notices and from other announcements made in the weekly Commerce Reports, list of foreign importers, etc.

Your name is furnished to foreign inquirers asking for American sources of merchandise and supplies.

You receive prompt notice of every special monograph published by the bureau.

In order to take full advantage of the bureau's trade-promotion service, it is necessary to read Commerce Reports, a weekly foreign-trade publication. The subscription price is $4 a year, payable to the Superintendent of Documents or any of the bureau's district or cooperative offices. Sample copies will be sent on request.

To have your name recorded on the Exporters' Index it is necessary to fill out a form stating that you are a manufacturer, manufacturer's agent, or are similarly engaged in commercial activity, and specifying the goods manufactured or exported by you and giving certain other details. This form (Form 57) may be had upon application to the bureau or to its district or cooperative offices.

PUBLICATIONS

Periodical Publications.

Commerce Reports.—A weekly journal of 64 pages, quarto size. This is the most important medium for the dissemination of the commerical data collected by the Department of Commerce on American trade resources in foreign countries. Reports from the hundreds of consular offices of the State Department are given to American business men through this journal; the representatives of the Department of Commerce in 42 important commercial cities

of the world supply its pages with cable or mail surveys of timely economic and commercial conditions; changes in foreign commercial laws and in tariff rates and regulations are promptly announced in each issue. In addition, each number contains articles by experts on technical phases of foreign trade. The matter is presented under appropriate commodity and geographic heads. Subscription price, $4 a year. An index to the quarterly volumes is sold at 5 cents a copy.

Commerce Yearbook.—An annual volume of about 700 pages. Each issue contains an authoritative review of the economic year throughout the world from the point of view of American industry and commerce. In this book the outstanding facts of trade, production, price changes, and market conditions are tabulated and analyzed.

Summaries are given of the principal manufacturing, mining, and forestry industries, of agriculture, construction, transportation, communication, finance, prices, and domestic and foreign trade of the United States, with reviews of the commercial and industrial developments in the principal foreign countries. Numerous charts and diagrams are included. Price, buckram, $1.

Survey of Current Business.—A monthly supplement to Commerce Reports, almost entirely statistical, published in cooperation with the Bureau of the Census and the Bureau of Standards. It gives the principal figures regarding the basic industries and trade of the United States. Price, $1.50 a year; single copies (monthly), 10 cents; quarterly issue, 20 cents.

Monthly Summary of the Foreign Commerce of the United States (statistical).—Issued monthly in two parts. Part I contains statistics of exports and imports by articles and principal countries for the month of issue and the corresponding month of the previous year, with cumulative figures from July 1 preceding; Part II contains summaries of import and export trade, monthly average import and export prices, statistics of

trade in cotton and wool, tonnage of vessels entered and cleared, and commerce with Alaska, Hawaii, and Porto Rico. Subscription price, $1.25 per year; single-copy price: Part I, 10 cents; Part II, 5 cents.

Foreign Commerce and Navigation of the United States (statistical).—An annual publication, quarto size, of about 700 pages containing full statistics of foreign trade. It also presents tables showing by nationality the number and tonnage of vessels entered and cleared in foreign trade.

Statistical Abstract of the United States.—An annual volume of about 800 octavo pages, of which 46 numbers have been issued. It contains tables giving in as condensed form as practicable figures collected by Government agencies on all forms of activity and progress in the United States. Price of last edition, cloth bound, $1.

Special Bulletins.

The special publications of the bureau deal with particular markets, commodities, or trade problems. Prior to July, 1924, these bulletins were divided into the following groups:

Special Agents Series.—Monographs on specific industries and phases of commerce prepared by commercial attachés and trade commissioners.

Special Consular Reports.—Results of trade investigations in foreign countries by American consular officers.

Miscellaneous Series.—Monographs prepared in the bureau or by its representatives in the United States and foreign countries on various commercial subjects.

Tariff Series.—Translations of the customs tariffs and regulations of foreign countries and related subjects.

Industrial Standards Series.—Bilingual editions of standard specifications for industrial materials. These are English-Spanish and English-French editions of certain specifications of the American Society for Testing Materials. Nos. 1–62 contain English text with Spanish translations; Nos. 101–161 have English text

with French translation. Work is in progress on the English-Portuguese edition.

Since July, 1924, the classification of the special bulletins has been considerably simplified. They are now embraced in three chief groups:

Trade Promotion Series.—Substantial monographs giving results of major studies or investigations that have a more or less permanent value.

Trade Information Bulletins.—Pamphlets, averaging about 32 octavo pages each, containing reports of immediate or temporary interest on a specific market, trade problem, or commodity. Nos. 1 to 324 were distributed free, but beginning with No. 325 these bulletins are sold at a uniform price of 10 cents each.

Domestic Commerce Series.—Studies relating to domestic merchandising problems, both wholesale and retail.

Write to the bureau or to the nearest district or cooperative office for a complete list of publications.

DISTRICT OFFICES CAN HELP YOU

District offices of the bureau were established to expedite the distribution of commercial information, to ascertain the needs of the business men of the country, and to establish closer cooperation between Government and private agencies interested in the extension of foreign trade.

Each district office has on file confidential information regarding trade opportunities, lists of importers in foreign countries, trade directories, etc.

Each district office receives specifications, samples, exhibits, etc., for a limited time, and these may be inspected by interested persons.

Each district office arranges conferences between exporters and consular officers, commercial attachés, and trade commissioners when these representatives from abroad visit commercial centers during leave of absence in this country.

Each district office keeps on file all publications of the bureau, as well as publications of other branches of the Government that will be

of assistance to American exporters. Each office acts as sales agent for the Superintendent of Documents, Washington, D. C., for the sale of the bureau's publications.

COOPERATIVE OFFICES

The bureau has in effect arrangements with certain representative chambers of commerce whereby those organizations are designated cooperative offices of the bureau. These cooperative offices are supplied with complete files of the bureau's special and periodical publications, advance copies of the trade-opportunity addresses, lists of importers and dealers in foreign countries, and so on. In general, these cooperative offices are in a position to furnish practically the same trade-information material as is available at the bureau's district offices.

DOMESTIC COMMERCE

The bureau has recently commenced making studies in domestic commerce as part of the elimination of waste program. The purpose is to disseminate more exact information concerning our domestic markets and the best practices in marketing. Many of these studies are made at the request of trade associations or commercial organizations, and are effective not only in the industry concerned but are suggestive to other trades. Such studies are often made by a commodity division cooperating with the Domestic Commerce Division, thus insuring technical advice and assistance.

Several general market studies have been initiated by the Domestic Commerce Division in advance of any outside request, where it has been evident that information of value to the business community or the public in general would be secured.

In addition, the division is serving as a clearing house for information on all problems connected with domestic marketing. Requests for information or for special studies should be addressed to the Domestic Commerce Division, Bureau of Foreign and Domestic Commerce.

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